



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0000

REPLY TO
ATTENTION OF

DAIM-ZA

S: 30 Sep 03

S: 31 Jan 05

10 JUL 2003

MEMORANDUM FOR

DIRECTOR (SFIM-Z), INSTALLATION MANAGEMENT AGENCY, 2511 JEFFERSON
DAVIS HIGHWAY, TAYLOR BUILDING (NC3), ARLINGTON, VA 22202-3926

SUBJECT: Army Environmental Management System Policy

1. References:

a. Executive Order 13148, Greening the Government Through Leadership in Environmental Management, 21 April 00.

b. Memorandum, DASA (ESOH) OASA (ISE), 13 Jul 01, Subject: Army Environmental Management System - ACTION MEMORANDUM.

2. Executive Order 13148 requires all appropriate federal facilities to have an Environmental Management System (EMS) in place NLT 31 Dec 05.

3. In accordance with the above referenced memorandum, appropriate Army installations are required to have a mission focused EMS in place NLT 31 Dec 05 with full conformance to the ISO 14001 standard by 30 Sep 09. The purpose of this memorandum is to clarify Army policy with respect to Environmental Management Systems, identify appropriate facilities, and provide implementation guidance and direction for Army installations.

4. A list of appropriate Army facilities is provided for your review and comment (encl 1). Currently 192 Army facilities are identified as appropriate. The rationale used to develop the list is provided with the list. Please respond by 30 Sep 03 if you have recommended changes to this list.

5. To assist installations in implementing EMS, the Army prepared a guidance manual on how to implement an EMS at Army installations (encl 2). The installation guidance manual is targeted mainly at the installation level EMS Coordinator and is intended to provide step-by-step instructions on implementing an installation EMS that will be ISO14001 compliant.

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6. A corresponding Commander's Guide to Environmental Management Systems was also prepared (encl 3). The Commander's Guide provides Army leaders with a basic overview of Environmental Management Systems and the Army's policy to implement EMSs at Army installations. It also outlines the Garrison Commander's role and responsibilities for implementing an EMS, and provides answers to typical questions regarding EMS implementation.


7. The Implementation and Commander's guides are both available on the Army EMS website located on BENX at www.daua.com/ems.htm. They are also located on Army Knowledge On-Line, ACSIM, Army Environmental, ODEP Business Center under Sustainability, EMS, at http://www.army.mil/portal/portal_home.html

8. DoD developed EMS implementation criteria and metrics to track compliance progress with the Executive Order. Army established a schedule to guide progress and measure performance during EMS implementation (encl 4). The Environmental Quality Report will track progress beginning FY04.

9. HQ IMA shall ensure all appropriate Army facilities implement EMS elements by deadlines established in the Army EMS Metrics mentioned above and provide a report to the ACSIM by 31 Jan 05 on the status of Army EMS implementation progress as of 31 Dec 04.

10. The OACSIM POC is Mr. Martin Elliott, DAIM-EDS, (703) 693-0552, e-mail: martin.elliott@hqsda.army.mil.

4 Ends


LARRY J. LUST
Major General, GS
Assistant Chief of Staff
For Installation Management

CF (w/encls):

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CF (w/o encls)

COMMANDER, US ARMY ENVIRONMENTAL CENTER, ATTN: SFIM-AEC-EQ, 5170 HOADLEY RD, ABERDEEN PROVING GROUND, MD 21010-5401

Appropriate Army Installations for Environmental Management System (EMS) Implementation

The rationale used to develop the list of appropriate Army installations for EMS is provided below:

1. In April 2000, President Clinton signed Executive Order (E.O.) 13148, "Greening the Government through Leadership in Environmental Management" that established a 5-year EMS implementation goal for all Federal Facilities. A key requirement of this E.O. is "By December 31, 2005, each agency shall implement an environmental management system at all appropriate agency facilities based on facility size, complexity, and the environmental aspects of facility operations".

2. Due to the subjectivity of the term "appropriate agency facilities", and the need to report EMS implementation status against applicable metrics to DoD and EPA, it is necessary that the Army define and approve a single listing appropriate facilities. This will ensure that installation personnel understand applicable requirements, and that the Army as a whole, can systematically implement and report its progress against those requirements.

3. HQDA has developed and coordinated a listing of Army installations determined to be "appropriate agency facilities" for implementation of EMS. This listing was generated by taking into account facility characteristics such as size, staffing levels, command structure, BRAC / Inactive status, etc. Several of the general organizational assumptions are included below:

a. Army National Guard will implement at the state / territory level. The major Guard facilities will not be required to implement independently from the State Area Command (STARC).

b. US Army Reserves (USAR) will implement at the Reserve Support Center (RSC) level.

c. US Forces Korea will report at the Area Support Group (ASG) level.

d. US Army Europe - Several smaller facilities and Base Support Battalions (BSBs) will implement with larger organizations in their command structure.

e. Excess Installations will not be required to implement EMS.

f. BRAC Installations may implement depending on how far out closure is and whether or not it was re-aligned (No mission - no EMS).

g. Inactive Installations should generally not implement an EMS as they lease out most of their buildings/facilities until needed for mobilization (No mission - no EMS).

h. Army Tenants on Other Service Facilities generally will not implement EMS independently, but may be required to conform to host EMS requirements.

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1. Implementation of EMS at a State, BSC, or ASG level should include all activities and operations of component facilities and sub installations.

4. There are currently 182 Army installations included on this list. Many of these installations include smaller activities or sub installations, thus the footprint of EMS implementation encompasses the vast majority of Army facilities around the world. Army installations that are included on the "appropriate facility listing" for EMS implementation all implement EMS in a manner that is inclusive of all installation missions, facilities, tenants, contractors, activities, products and services.

Proposed "Aggregated Facilities" For EMS Implementation (Draft)

Facility Name	Location	Capacity	Current Status	Proposed Status	Comments
Facility A	Location A	100	Active	Active	
Facility B	Location B	150	Active	Active	
Facility C	Location C	200	Active	Active	
Facility D	Location D	250	Active	Active	
Facility E	Location E	300	Active	Active	
Facility F	Location F	350	Active	Active	
Facility G	Location G	400	Active	Active	
Facility H	Location H	450	Active	Active	
Facility I	Location I	500	Active	Active	
Facility J	Location J	550	Active	Active	
Facility K	Location K	600	Active	Active	
Facility L	Location L	650	Active	Active	
Facility M	Location M	700	Active	Active	
Facility N	Location N	750	Active	Active	
Facility O	Location O	800	Active	Active	
Facility P	Location P	850	Active	Active	
Facility Q	Location Q	900	Active	Active	
Facility R	Location R	950	Active	Active	
Facility S	Location S	1000	Active	Active	
Facility T	Location T	1050	Active	Active	
Facility U	Location U	1100	Active	Active	
Facility V	Location V	1150	Active	Active	
Facility W	Location W	1200	Active	Active	
Facility X	Location X	1250	Active	Active	
Facility Y	Location Y	1300	Active	Active	
Facility Z	Location Z	1350	Active	Active	

Recommended Dates to Achieve Department of Defense (DoD) EMS Metrics

A schedule to achieve the criteria and metrics developed by the DoD to guide progress and measure performance during implementation of environmental management systems at appropriate facilities is provided below.

To meet the December 2005 implementation requirements, the ACSM/ODEP recommends that installations complete the following elements by the indicated dates:

- **Policy Statement.** The commander signs an installation-wide environmental policy statement consistent with Army EMS policy and makes it available to installation personnel and the public no later than (NLT) 30 September 2003.
- **Self-Assessment.¹** The installation conducts and documents an installation-wide EMS self-assessment consistent with Army EMS policy and briefs it to the commander NLT 30 March 2004.
- **Implementation Plan.** The commander signs a written plan with scheduled dates, identified resources, timelines, and organizational responsibilities for implementing an installation-wide EMS consistent with Army EMS policy NLT 30 September 2004.
- **Prioritized List of Environmental Aspects.** The installation compiles a prioritized list of environmental aspects consistent with ISO 14001 and Army EMS policy and briefs it to the commander NLT 30 March 2005.
- **Training.** Installation personnel receive awareness-level EMS training that is documented and consistent with Army EMS policy NLT 30 March 2005.
- **Management Review.** The commander conducts at least one documented management review in accordance with the installation's written procedure for recurring internal EMS management reviews NLT 31 December 2005.

¹ A self-assessment is a review of existing processes, procedures, and documentation to determine the installation's initial conformance with the ISO 14001 standard.

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